



Legislation Text

File #: 18-635, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: July 24, 2018

SUBJECT: Adopt Resolution Amending Resolution No. 2018-73 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit No. 1012, Administrative Office

EXECUTIVE SUMMARY:

With the best interests of the County and maximum flexibility in mind, I am requesting Board approval to adjust the position allocation for the Administrative Office to enable the filling of my second in command at any of three levels depending on the skill set of staff available when a future vacancy occurs.

Assistant County Administrative Officer
Chief Deputy County Administrative Officer
Chief Deputy County Administrative Officer - Budget Officer

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

The Assistant County Administrative Officer class has been established in the past but not used to date. The salary established for said class is set at 10% higher than the Chief Deputy County Administrative Officer class.

STAFFING IMPACT (if applicable):

None at this time - position allocation change only.

RECOMMENDED ACTION:

Adopt Resolution Amending Resolution No. 2018-73 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit No. 1012, Administrative Office.